



ITALIAN TRADE AGENCY

Los Angeles Office

April 11th, 2025

Prot. No. 0045107/25

RUP: Giosafat Riganò (CdC: 3CB2)

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EXPRESSION OF INTEREST

**LEASING OF DISPLAY STRUCTURES - FURNITURE, GRAPHICS, AND OTHER RELATED SERVICES
ITALIAN PAVILION AT BIO 2025
16-19 JUNE 2025, BOSTON CONVENTION AND EXHIBITION CENTER - BOSTON (MA)**

The Italian Trade Agency (ITA)- Los Angeles Office, is inviting to submit your expression of Interest for "LEASING OF DISPLAY STRUCTURES - FURNITURE, GRAPHICS, AND OTHER RELATED SERVICES for the ITALIAN PAVILION AT BIO 2025, 16-19 JUNE 2025 - BOSTON CONVENTION AND EXHIBITION CENTER - BOSTON (MA)" - to be assigned by direct negotiation pursuant to art. 7 paragraph 2 letter. b) of Ministerial Decree 32/2024.

The Italian Trade Agency (ITA) - Los Angeles Office will be organizing the Italian Pavilion, at the **BIO International Convention 2025, June 16-19, Boston Convention And Exhibition Center, Boston (MA)**. The Italian Pavilion covers a total exhibit of **2,000 sq ft (50' x 40')**, **Booth #1953**.

1. INTRODUCTION

ITA - Italian Trade Agency is the Governmental agency that supports the business development of Italian companies abroad and promotes the attraction of foreign investment in Italy. ITA is headquartered in Rome and operates with a net of offices worldwide linked to Italian Embassies and Consulates and works closely with local authorities and businesses. In the US, ITA is present in the following cities: New York, Chicago, Los Angeles, Houston and Miami.

For more information on the Italian Trade Agency and its presence in Italy and the world, please visit our website <https://www.ice.it/en> (Italian/English).

The Italian Trade Agency - Los Angeles office (hereinafter ITA - Los Angeles office) is focused on the promotion of the following industries to the US Market: Innovation and Hi-tech, Entertainment, Life sciences, Mobility, Green (Renewables energy, Cleantech, etc.), through a soft-landing platform of services, connections, and promotional programs.

ITA - Trade Promotion Section of the Consulate General of Italy
12424 Wilshire Blvd, Suite 1400
Los Angeles, CA, 90025
T (323) 879 0950 F (310) 2038335
E-mail: losangeles@ice.it
www.ice.it/en

Certificate N. 38152/19/S
ISO 9001 / UNI EN ISO 9001:2015

Member of CISQ Federation



2. **AWARDING ENTITY**

The Italian Trade Agency ("ITA") – Los Angeles Office 12424 Wilshire Blvd, Suite 1400, 90025, Los Angeles, CA Website: <https://www.ice.it/en/markets/usa/los-angeles>

The ITA Los Angeles Chief Procurement Officer (CPO) / *Responsabile Unico del Procedimento* (the acronym is RUP in Italian) is **Giosafat Rigano**, the ITA Los Angeles Trade Commissioner.

E-mail: losangeles@ice.it, Tel: (323) 879 0950 - Fax: (310) 203 8335.

3. **CONTENT OF THE REQUESTED SERVICES**

Leasing of display structures-furniture and other related services for the Italian Pavilion at BIO 2025, as specified in the Technical Description (Annex 1) and in the Project (Annex 3) and including:

- Design and leasing of display project;
- On-site supply and set up of all display, furnishing and decorating structures.
- All transportation, costs (inbound and outbound), insurance;
- All the necessary custom duty procedures;
- Electrical hook up and usage;
- Maintenance during the show;
- Dismantling of the display after the show;
- All other related labor and material.
- Wi-Fi services (for each company and ITA Area and Arena)
- Drayage fees

4. **BUDGET**

The total estimated budget, all included, is **Euro 172.000,00 (One hundred and seventy two thousand Euro and 00/100 cents)**.

ITA reserves the right to increase or decrease the contractual amount by a maximum of 20% as needed, without any further obligation toward the awarded Contractor.

5. **REQUIREMENTS FOR PARTICIPATION**

To participate in the Invitation for Bid, the Company shall meet the following eligibility requirements (referred to in art. 9 of the Ministerial Decree 32/2024):

- a) It shall be eligible and possess all the necessary qualifications, in full compliance with local laws.
- b) It shall be located, authorized, and licensed to do business in the United States.
- c) It shall be of sound economic and financial status.

The awarding of the contract will be subject to the verification of these general requirements. The possession of general requirements must be maintained for the duration of the contract.

6. **PROCEDURE APPLICATION AND DEADLINE**

Under penalty of exclusion, your company is required to:

- **Register with our new supplier registry on TRASPARE platform: <https://ice.traspere.com/suppliers> (see more details at the following link [Business Vendor Registration](#)).**
- **Send by TRASPARE the expression of interest/selection of economic operators by **Saturday, April****

26th, 2025, at 12:00 pm, (PST).

- **Upload the expression of interest, signed by the legal representative of the company or his delegate, on TRASPARE.**

No expression of interest shall be accepted after the deadline.

7. AWARDING CRITERIA

Only after the expression of interest will the applicants be asked to submit their offer.

According to art. 11 of the above DM 32/2024, the contract will be awarded on the basis of the **LOWEST PRICE.**

The contracting Authority, before preparing the award, will assess the fairness of the offers pursuant to the provisions of art. 13 c. 1 lett. b) of *Ministerial Decree 32/2024*. This is without prejudice to the right of the contracting station to verify the fairness of any other offer that, based on specific elements, appears abnormally low pursuant to art. 13 c. 2 of *Ministerial Decree 32/2024*. Non-compliant bids will not be evaluated.

ITA – Los Angeles Office has the authority to award the contract even if only one bid has been submitted, provided it is deemed valid and worth accepting. Moreover, ITA has the authority **not to award** the contract, if it deems it appropriate to exercise the right of self-protection and if ITA finds that the bids received do not comply with the technical and financial contents set forth herein.

No compensation or reimbursement of expenses will accrue to the invited contractor because of the submission of the contract.

8. AWARD NOTIFICATION AND EXECUTION OF THE CONTRACT

After identifying the best offer, ITA– Los Angeles Office will award and execute the contract.

It is expressly forbidden to resort to subcontracts, in consideration of the specific nature of the services, which need a trustworthy interlocutor.

9. SECURITY DEPOSIT

Before signing the contract, applicable regulations prescribe the submission of a **performance surety bond or a non-transferable cashier's check by the awarded bidder**, that amounts to **5% of the estimated amount of the bid.**

The deposit must be issued in favor of: **Italian Trade Agency, Los Angeles Office, 12424 Wilshire Blvd, Suite 1400, Los Angeles (CA) 90025.**

The expenses to obtain the performance surety bond shall be the responsibility of the bidder.

The performance surety bond or the non-transferable cashier's check will be returned to the contractor at the conclusion of the contract, after ITA has determined that all obligations and performance of the awarded contractor have been properly performed in accordance with the Contract, and applicable laws of the State of California.

The final guarantee may be enforced by ITA in the event of fraud or default attributable to the performer.

10. TERMS OF PAYMENT

The Italian Trade Agency will issue payment per the following schedule:

- **20% of the total amount upon signing the contract and presentation of an original invoice;**
- **80% balance after the conclusion of the trade exhibition and upon presentation of an original invoice,** after a successful final inspection of all work and supplies and on receipt of confirmation from the exhibition organizers attesting the removal was completed on time without causing any damage, and the area was returned to pre-exhibition conditions.

Please note: prior to the payment of the final invoice, a “*Certificate of Regular Execution*” will be issued by ITA, to certify that the service was fully completed in accordance with the terms agreed.

The net surface (2,000 sq. ft.) will not be subject to changes, but the layout may slightly vary. The Italian Trade Agency therefore reserves the right to apply changes in a range of +/- 20%, based on the cost in proportion to the winning bid.

11. SIGNING OF THE CONTRACT

The signing of the contract will take place after the official notification and after receiving the requested security deposit (see point 9) within the maximum time limit of 10 days.

12. COMPETENT JURISDICTION

In case of dispute between the Italian Trade Commission and the Appointed Contractor, the Court of Law of California will be the competent jurisdiction.

13. PAYMENT OF THE CONTRIBUTION TO ANAC

Pursuant to art. 1 of the ANAC Resolution no. 1174 of 19 December 2018, when the contracting Authority is operating abroad; the contracting Authority and the economic operators are exempt from paying the contribution.

14. RULES OF CONDUCT OF THE AGENCY

In the execution of the contract, the Provider undertakes to fully respect the Code of Conduct approved by resolution of the Board of Directors no. 619/23 of 01/27/2023. The Code of Conduct is available on the website <https://www.ice.it/it> at the section "Amministrazione Trasparente" (Transparent Administration) — "Disposizioni generali" (General provisions) — "Atti generali" (Acts of general application) "Code of Conduct".

For any breach of obligations under the code, if the same is considered serious, ITA will have the option to terminate the contract.

By signing you agree to the terms outlined in this document and, to the best of your knowledge, affirm that you have not retained or engaged professionally anyone who has ceased his or her employment with the Italian Trade Agency within the last three years and whom had occupied a management role in said organization or had been delegated management powers to execute contracts or other commercial transactions on behalf of the said organization.

15. REFERRAL RULES

For all other terms and conditions not regulated herein, please refer to the provisions of Ministerial Decree 192/2017; the civil law governing the conclusion of the contract and the execution phase shall be determined in accordance with the applicable rules of private international law.

16. PRIVACY

The awarded Agency is invited to read the Information on the processing of personal data pursuant to Regulation (EU) 2016/679 ("RGPD"), available on the institutional website of ICE-Agenzia at <https://www.ice.it/it/privacy>.

Contractor agrees, where required by law, that its corporate data and information will be stored and published on ITA website among which, Contractor name; address; amount of consideration.

17. WHISTLEBLOWING

The Italian Trade Agency, in compliance with applicable legislation, is committed to taking all reasonable steps to protect whistleblowers who report or disclose information on breaches of the law observed in the context of their work-related activities. The reports, which are kept fully confidential, are managed through an IT application available on the Homepage of the Italian Trade Agency – ICE website - Whistleblowing section.

18. CONTACT INFORMATION

If you have any questions regarding the bid documents, please send a written communication through Traspare **by April 21st 2025**.

All queries and answers (FAQ) will be published on Traspare.

We look forward to receiving your proposal.

Sincerely,
Giosafat Riganò
Trade Commissioner
